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Thinking about your **FIRST JOB?**

REMEMBER UNCLE SAM WHEN
IT COMES TO CHOOSING AN
EMPLOYER

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UNIVERSITY OF ILLINOIS

UNITED STATES CIVIL SERVICE COMMISSION

to **HIGH-SCHOOL STUDENTS . . .**

What do you plan to do after you finish high school? Go on to business school or college? Take a job? Enter the Armed Forces?

Whatever you plan to do immediately upon graduation, sooner or later most of you will have to think about earning a living.

The Federal Government is the largest single employer in the Nation, with thousands of different kinds of jobs in thousands of locations. Since 90 percent of Government jobs are located outside Washington, D.C., you may find Federal employment opportunities in or near your hometown. Uncle Sam has much to offer the young person looking for a good position.

The work the Government does is of critical importance to every American citizen. To be a

part of this important work, to contribute toward accomplishing the mission of a Federal agency, is stimulating and satisfying. Many people consider this the greatest attraction of a career in Government.

People who work for the Government know that Uncle Sam is a good, progressive employer. Pay for most jobs compares very favorably with salaries for similar work in private employment. You have a chance to work up to better paying jobs. Many people who now hold important Federal positions began their careers in jobs such as this pamphlet describes.



The leave system is liberal, with paid vacations and pay for sick leave. Other career features are training and career development programs, low-cost life insurance and health benefits, incentive awards, and liberal retirement.

Most Federal jobs are under civil service, and that means that they are filled through competitive examination and that employment and advancement are on the basis of merit. Appointments are made from among the people who receive the highest passing marks.

This is the democratic way of choosing employees. It makes no difference who you are or who you know—the Government is interested only in whether you are able to do the job you are applying for. All applicants are given equal consideration—regardless of their race, religion, color, sex, or any other nonmerit factor.

A civil-service examination is designed to test your ability to do a particular kind of job. An examination for a simple job would not be difficult. Also, many examinations are not written tests—you would be graded on such things as how much of the required education or experience you had or on a sample of work you would

be required to send in. The minimum age limit for high-school graduates is 16.

On the inside of this folder is information about jobs a high-school graduate could expect to qualify for. Below is the starting salary for each grade mentioned. Salaries are subject to change to keep them comparable with private industry rates for the same level of work.

Grade	Annual Salary
GS-1	\$3,609
GS-2	\$3,925
GS-3	\$4,269
GS-4	\$4,776

To find out what examinations are open, check with your school's vocational counselor, a nearby post office, or a Federal agency where you would like to work. The U.S. Civil Service Commission, Washington, D.C., 20415, can tell you about jobs in Washington, and a civil service regional office can tell you about jobs in that region. In writing about a job, always mention the kind of work you want and the place where you would like to work.

If you are going on to college, the back panel has information that may be of interest to you.

OFFICE MACHINE OPERATORS

Almost every Government agency employs office machine operators. The agencies in which they are employed in the largest numbers are the Post Office Department and the Departments of the Treasury, Army, Air Force, and Navy.

The machines operated by these employees include addressing machines, graphotype machines, bookkeeping and calculating machines, alphabetic card punch machines, electric accounting machines, and tabulating machines.

No experience is required for jobs at GS-1. Applicants who can pass an appropriate performance test or high school graduates instructed in the operation of the type of machine appropriate for the position involved may qualify for jobs at GS-2. A written test is usually given.

CLERKS

Clerks read and route mail, do indexing and filing, read proof, code information for statistical purposes, or do related office work. Job opportunities are good for both men and women.

Clerk examinations test skills you will need on the job, such as alphabetizing, arithmetic, understanding what you read, writing and spelling correctly, comparing names and numbers, and following directions.

High-school graduates without work experience usually start at grade GS-2. A written test is required for these jobs.

DRAFTSMEN

Cartography • Engineering • Statistics

Cartographic draftsmen prepare maps, engineering draftsmen prepare drawings related to engineering or architectural activities, and statistical draftsmen do such work as lettering and illustrating charts, graphs, and diagrams used for statistical purposes.

No experience is required for GS-1 jobs. High-school graduates whose courses included a certain amount of study in mathematics and other subjects (science, drafting, or surveying) may qualify for jobs at grade GS-2. A written test is required.

POST OFFICE JOBS

No particular kind of experience or education is required for many jobs in the postal field service, and you can qualify by taking a written test. Local residents are preferred, and it may be possible to get a job in your hometown. Examples of these jobs and the salaries are:

Clerk, carrier, and special delivery messenger, \$2.64 an hour.

Rural carrier, about \$110 a week for an average of 58 miles, plus an equipment allowance.

STENOGRAPHERS • TYPISTS

Stenographers and typists will be required to pass a written verbal and clerical abilities test. Those who submit acceptable certificates of proficiency in typing or stenographic courses may be excused from the additional requirement of passing typing or stenographic performance tests.

Typists normally enter at grade GS-2 and stenographers at grade GS-3, provided they meet the requirements of high-school graduation or appropriate experience. To qualify for GS-3 typist and GS-4 stenographer positions, applicants need additional experience or 1 year of education beyond high school.



TECHNICAL AIDS

In Engineering • Physical Science • Cotton Technology • Meteorology • Cartography • Biology • Forestry

These employees are hired to assist engineers, scientists, and technologists working in the fields mentioned above.

No experience beyond high school is required for some jobs starting at grade GS-2. For other jobs, a high-school graduate may apply if his education included such courses as mathematics, physics, chemistry, drafting, biology, mechanical drawing, surveying, illustrative design, art, or cartography. The number and kind of courses required vary for the different jobs.

A written test is usually required.



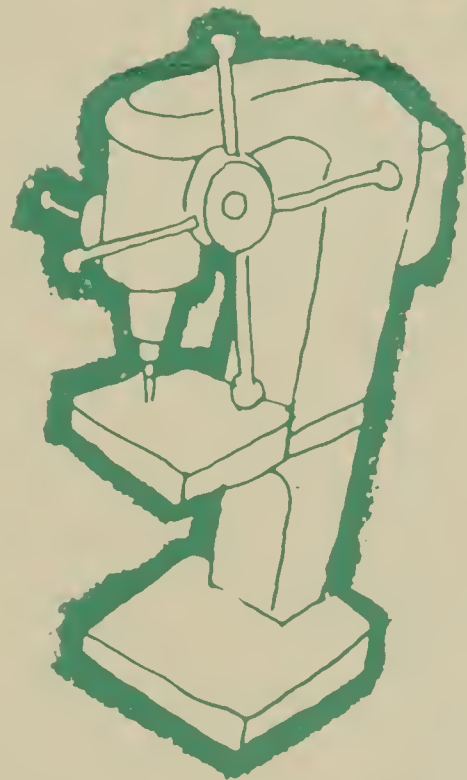
APPRENTICES

The Government's industrial establishments, mainly under the Army, Navy, and Air Force, train apprentices in many trades.

The minimum age limit is 16 years. No experience is required, but a written test may be given.

Salaries vary from trade to trade and are set in line with local wages. Examples are \$2.30 an hour for apprentice electronic mechanic in San Francisco, Calif., and \$2.11 an hour for apprentice electrician in Washington, D.C.

Apprentices who do satisfactory work are promoted at intervals and at the completion of apprentice training earn the salary of fully qualified workmen in their occupation.



OTHER JOBS

Many other civil-service jobs exist that the high-school graduate may be able to qualify for with little or no additional education or experience.

Examples are—

Telephone Operator • Nursing Assistant • Library Assistant • Carpenter's Helper, Plumber's Helper, etc.

Messenger and elevator operator jobs are other examples, but they are reserved for veterans as long as veterans are available to take them.

And for young men and women who go on to college or gain experience through working, there are opportunities in a large number of other fields.



and if you are going on to **COLLEGE**

There are many opportunities in civil service for college graduates, regardless of their majors. Uncle Sam is looking for outstanding college-caliber people every year. The Government looks to them to become the top administrators, scientists, and technicians of the future.

The long-range program for recruiting these able people is built around the Federal-Service Entrance Examination, used in filling all but highly specialized positions in such fields as engineering, physical science, and accounting.

Some agencies have planned work-study summer programs that can lead to full-time work after graduation. They are for college students who are majoring in subjects related to the agencies' programs. Selected students work during the summer, are re-

leased in the fall to go back to school at their own expense, and can return the following summer.

